

Centennial City Clerk

Monthly Report

MAY 2013

Activity

Boards and Commissions

During the month of May, the City Clerk continued to staff the Election Commission Ad Hoc Appointment Committee, accepting applications through May 17, 2013 and scheduling interviews for the second week in June.

City Council Meetings

The City Clerk and Deputy City Clerk staffed three City Council meetings in May. Audio recordings of each meeting and approved minutes are available via the city's web site at www.centennialcolorado.com.

Senior Commission

The Senior Commission met for their monthly meeting on May 14, 2013. Bob Widner, City Attorney, presented an update on Amendment 64. The Commission voted to support the moratorium on commercial marijuana establishments within the City.

Liquor Licensing

The Liquor Licensing Authority Meeting met on May 16, 2013. Bob Widner, City Attorney, gave a presentation on the Code of Ethics for Appointed Officials. The Authority also approved, by motion, updated sanction guidelines for violations of the liquor code by licensees.

Nine (9) renewal applications were processed by the Deputy City Clerk in May.

One application for a new Hotel/Restaurant liquor license was submitted in May by Fontana Sushi 1 Inc., dba Fontana Sushi, 19741 E. Smoky Hill Road. A public hearing was set for July 18, 2013.

One application for a transfer of a Hotel/Restaurant liquor license was received and approved in May from Volcano Restaurant Group, dba Volcano Asian Cuisine, 10440 E. Arapahoe Road. This license was transferred from Sushi Club Inc.

One application for Special Event Permits were received and processed in May. TAPS was granted a permit for their yearly fundraising event at the Ranches of Cherry Creek.

Eight (8) Special Occasion Alcohol Permit applications were processed and approved by the City Clerk's office in May for Centennial Center Park.

Passports

Three-hundred thirty-nine (339) passport applications were accepted and sent to the U.S. Department of State in May. Two-hundred eleven (211) photos were taken.

Public Records Request

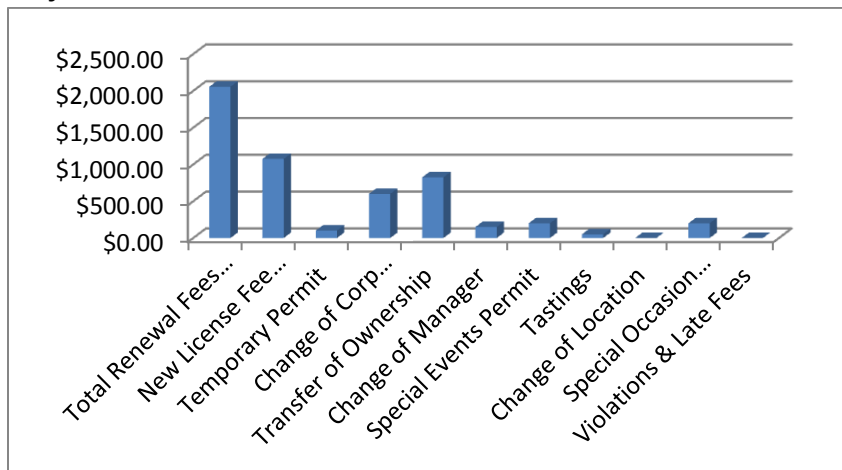
The City Clerk's office processed nine (9) public records requests in May. All requests were completed in a timely manner according to the Colorado Open Records Act.

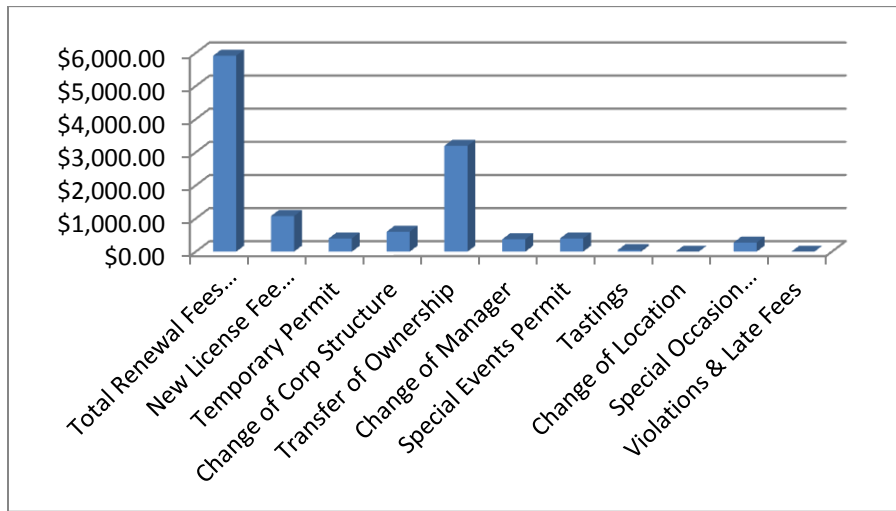
Fees

Liquor Licensing

Total Licensing Fees Collected May 2013: **\$5,255.00**

May 2013



Year to Date Fees Collected (2013): \$12,286.25**Passports**

Total Passport Fees Collected May 2013: **\$10,585.00**

Execution Fees to the City of Centennial: \$8,475.00

Photo Fees Collected: \$2,110.00

Public Records Request

Total Public Records Request Fees Collected May 2013: **\$45.00**

Year to Date Total Fees Collected 2013: **\$60.00**

Total Fees Collected by the City Clerk's Office Year to Date (2013): \$59,316.25

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES	PAWNBROKER FEES
\$12,286.25	\$70.00	\$46,960.00	\$0.00

Special Projects / Trainings

The City Clerk and Deputy City Clerk attended a meet and greet with Matt Crane, newly appointed Arapahoe County Clerk on May 8th in Aurora.

The City Clerk's Office, along with the Arapahoe County Sheriff's Office, hosted the quarterly MALI (Metro Area Liquor Investigators) meeting on May 8th. Over twenty-five attendees attended from various state and local agencies. Maureen Juran, Deputy City Attorney, gave a presentation on Centennial's preliminary hearing procedures.

The Deputy City Clerk conducted two Records Management trainings with the Finance Department and Public Works – CH2M Hill in May.